



Range: 24

Non-Exempt

Date: February 3, 2004

WASTEWATER PLANT OPERATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform semi-skilled labor in the maintenance, operation, repair and related service activities for the City wastewater facilities; to maintain the operational efficiency of wastewater systems; and to perform a variety of related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Wastewater.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Operate and maintain the wastewater treatment plant and facilities including the wastewater collection and reclaimed wastewater distribution systems.
2. Ensures that compliance samples are collected and that testing is performed by a certified laboratory.
3. Performs required process control laboratory testing and makes adjustments in treatment process as needed; maintain records on plant operations and laboratory analysis.
4. Rotate and repair sprinkler systems; observe effect on soil; maintain surrounding equipment, valves, pumps and grounds.
5. Perform readings of rapid infiltration basin and piezometer; observe the impacts of spraying; check depth of water and saturation level of ground.

Essential Functions (continued):

6. Participate in the operation of line inspection to repair lines; review plans and specifications for location of lines.
7. Investigate water, effluent, and raw sewage spills; determine causes; implement appropriate actions.
8. Services and repairs pumps, motors, valves, meters and other mechanical equipment at the treatment plant, pump stations and on the collection system.
9. Maintain records related to wastewater treatment facilities and collection system, repair and maintenance activities.
10. Ability to work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.

Marginal Functions :

1. Provide responsible staff assistance to Plant Chief Operator or Chief Collections Operator.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics of wastewater systems.

Operation and maintenance of laboratory equipment.

Tools and equipment used in the maintenance and repair of wastewater treatment systems.

Use of a transit to calculate elevations.

Uses and purposes of general maintenance tools and equipment.

Maintenance programs for wastewater treatment facilities.

Safe work practices.

Ability to:

Respond to an emergency situation with the ability to communicate via two-way radio and emergency pager.

Ability to wear OSHA required personal protective equipment.
Perform necessary laboratory analysis as required.
Determine and initiate process control procedures necessary for efficient operation of the wastewater treatment process.
Read and interpret basic maps and blueprints.

Ability to: (continued):

Work independently in the absence of supervision.
Perform the duties and responsibilities of a wastewater inspector, if required.
Perform heavy manual labor.
Perform routine tasks in a variety of utility maintenance activities.
Work safely in confined spaces with hazardous materials.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity, which allows for effective interaction and communication with others.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
Operate equipment such as trucks, tankers, tractors, vactor, hoists and related heavy equipment.
Compile and enter technical and statistical data into computers in order to prepare clear and concise reports.
Prepare, and present written and oral reports to supervisor and others, as directed.
Report operating conditions and problems, and recommend or install appropriate solutions.
Establish and maintain effective working relationships with city officials, other employees, and to deal tactfully with the general public and outside agencies.
Perform in adverse weather conditions and exposure to toxins associated with wastewater.
Work weekends if directed.
Ability to work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.
Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Operator In Training:

Experience:

Mechanical background with previous experience in operating and maintaining wastewater/water treatment systems is desirable.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, a Grade I wastewater certificate issued by the Arizona Department of Environmental Quality.

Possession of, or ability to obtain, a Grade I wastewater collection certificate issued by the Arizona Department of Environmental Quality.

Possession of, or ability to obtain, an appropriate, valid driver's license.
A Commercial Driver's License (CDL), type "B", Endorsement "X" is desirable.

Certified Wastewater Plant Operator:

Experience:

One year of increasingly responsible experience repairing and maintaining wastewater systems and equipment is required.

Training:

Equivalent to the completion of the twelfth grade supplemented by training in wastewater maintenance or a related field.

License or Certificate:

Possession of an Arizona Grade II Wastewater Treatment and Collection Operator Certificate.
Possession of, or ability to obtain a valid Arizona driver's license. A Commercial Driver's License (CDL), Type "B", Endorsement "X" is desirable.

WORKING CONDITIONS

Environmental Conditions:

Wastewater treatment plant environment; exposure to noise, grease, smoke, fumes, gases, electrical energy; work in or with water; work on slippery or uneven surfaces. Position is required to wear respirator to complete a portion of its position accountabilities.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting; standing, walking or sitting for prolonged periods of time; operating motorized equipment; general manual dexterity; auditory ability to hear such things as motor or pump sounds, and alarms.